

Executive Assistant / Office Manager – Graduate Role

Remote with occasional attendance at our office on Ranmore Common, Dorking

We are a friendly and dependable IT services company who have just celebrated our 20th Anniversary, employing 45 people and working with over 200 clients annually. As our team continues to expand, we are looking for an organised and enthusiastic individual who wants to get stuck in and learn quickly.

If you enjoy variety, like solving problems and take pride in getting things done properly, this role gives you the chance to build strong experience across office operations, HR support and executive assistance.

About the role

We are seeking a highly organised and proactive individual who can manage multiple priorities in a fast-paced environment with discretion and professionalism. You will play a key part in helping us navigate an exciting period of evolution as we continue to grow into a more established, process-driven organisation while keeping the small-team culture that defines us.

From providing our directors with executive support to assisting with day-to-day operations, your work will help maintain a professional, efficient, and welcoming workplace, by anticipating needs, resolving issues proactively, and delivering work with impeccable attention to detail. You will become a trusted point of contact, responsible for the smooth and efficient operation of the office and supporting functions across the business.

You will join a supportive team that values reliability, communication and a positive attitude. We will give you the space to learn, grow and build confidence in a wide range of skills.

What you will be doing

Executive Assistance

- Provide high-level administrative support to the directors including diary management, travel, itineraries, and expense tracking.
- Assist the Senior Management Team (SMT) with confidential projects and communications.
- Support the SMT with the preparation of reports, presentations, and business documentation as required.
- Liaise with clients, staff, and other stakeholders on behalf of the SMT.

Office Management

- Assist with planning, coordination and travel arrangements for company events and client meetings.
- Serve as the primary contact for property management, maintenance, cleaning, and vendor services.
- Monitor deadlines and follow up on outstanding tasks or projects.
- Keep our digital and physical records up to date and organised.
- Support internal communications and maintain a positive working environment.

HR Support

- Handle confidential information with care and discretion.
- Administer our company HR portal and improving admin and office automated processes.
- Ensure compliance by creating and update company policies and other documentation.
- Manage existing employee benefits, including company fleet cars and insurance contracts, healthcare schemes, pensions and annual leave.
- Develop and implement new employee benefits.
- Support onboarding and offboarding processes.
- Provide employees with HR support using our HR advice subscription.

About you

You will be a good fit if you are:

- Comfortable working in a fast-paced, dynamic environment.
- Confident speaking with people across the business.
- Positive, proactive and adaptable.
- Comfortable using Microsoft Office and learning new systems.
- Professional, discreet and reliable.
- Full UK driving license and access to a car

Experience in administration or office support is an advantage but not essential. Your attitude and willingness to learn matter most.

Training and development

There will be continual training on internal systems and with the vendors and distributors which are familiar with our work at Recarta. This gives the opportunity to understand and embrace leading edge technologies and network with peers.

We see this role as an excellent opportunity for a graduate to build a strong career foundation. As part of your growth, we are open to integrating professional development courses that align with your career pathway, offering one of the following:

- **CIPD qualifications in HR**
- **PMF, APM or PMQ project management certifications**
- **BCS qualifications in Business Analysis**

What you can expect from us

- **Remote working with occasional attendance in our office on Ranmore Common**
- **A friendly team that values trust and communication**
- **25 days holiday plus Bank Holidays**
- **Pension scheme after three months**
- **Private health insurance after six months**
- **A competitive salary based on experience**
- **Real responsibility from your first day**

Ready to get started?

If you would like an informal chat before applying, we are happy to talk.

Send your CV, together with a cover letter, to hr@recarta.co.uk - or get in touch to find out more.